ENGI 330/530 Student Agreement

ENGI 330 (530) provides a Rice engineering undergraduate (graduate student) with the opportunity to earn course credit through a technologically appropriate summer industrial internship that includes a professional development component that is not easily attained on a college campus. The course is for 1 hour of credit, and is graded on a satisfactory/ unsatisfactory basis.

Before you can enroll in ENGI 330/530 you must complete the following three steps:

1. **Locate an appropriate internship**. Internship possibilities can often be found through the Center for Career Development at Rice or through departments.
2. **Identify a faculty member from your major department who agrees to be the Rice faculty sponsor for the internship**. This sponsor will review your internship report (see below) and send an evaluation to the course instructor regarding the technical skills and quality of the work you demonstrated during the internship, with emphasis on new technical knowledge and skills you acquired.
3. **Identify an industrial mentor/manager** with whom you will be working closely and who agrees to
    a. read your report and confirm that it is an accurate description of the technical work you performed during the internship, within the limitations of any existing nondisclosure and/or confidentiality agreements that you have signed, and
    b. complete and return to Dr. Bart Sinclair the ENGI 330/530 Professional Development Internship Student Evaluation form (attached)

    In the event that an industrial mentor/manager cannot be identified prior to the start of the internship, a commitment from an appropriate company representative (often a Human Resources staff member at the company) to provide the name of the appropriate individual at the start of the internship will suffice. In this case, the company must provide the name to the course instructor within two weeks of the start of employment.

Within two (2) weeks following the completion of the internship, you will submit a report on your internship experience to the course instructor, your manager/mentor, and your faculty sponsor. The report must provide an accurate, complete, and well-organized description of the work you performed, to the extent allowed under any confidentiality or non-disclosure agreements that you were required to sign prior to or during the internship. The report must be 3 to 4 8.5" x 11" pages in length, printed in Times, Helvetica, or similar font, no larger than 12 pt, and use 1.5 line spacing. Margins can be no more than 1" on each side and at the top and bottom. It may include one graphic if appropriate. Do not use more than 1 line of white space between sections or between section headings and section text. The report must meet an acceptable (to the instructor) standard of English grammar and must not include spelling errors. If the report does not meet all of the above requirements, it will be returned to you and you will have at most one week from the date of its return to complete and resubmit a satisfactory revision. Failure to submit a satisfactory report on time will result in a grade of "Unsatisfactory" for the course.

Your report, the evaluation from your faculty sponsor, and the confirmation of the report content as well as the evaluation form from your industrial mentor/manager MUST be submitted electronically to Dr. Bart Sinclair (bs@rice.edu) no later than two weeks following the completion of the internship.

Registering for ENGI 330/530:

You must get a special registration form signed by Dr. Sinclair. Before he will sign the form, he must have written confirmation from both the faculty sponsor and the industrial mentor/manager that they agree to the requirements in 2 and 3 above, and that they will provide the required information **within two weeks of the end of the internship.** The confirmation may be in the form of an email addressed to Dr. Sinclair.

Student agreement:

I have read and understood the requirements for enrollment in ENGI 330 (530), and agree to them. I acknowledge that it is my responsibility to obtain the agreements from my faculty sponsor and industrial mentor/manager prior to registering for this course, and to ensure that they submit the required information by the deadline.

_____	_____	_____
Print name	Signature	Date

ENGI 330/530 Professional Development Internship Student Evaluation

ENGI 330 (undergraduate) and ENGI 530 (graduate) are courses at Rice University that provide an opportunity for students to participate in a professional engineering internship as part of their course of study. The emphasis for evaluation is on *professional development* rather than technical competence. Your evaluation will help us to provide our students with meaningful feedback on their internship experiences as well as inform us about the preparation that we provide them for these internships.

Intern name _____ Date _____

Company _____

Manager/mentor (please print)_____

In answering the questions below, please compare the intern with other (undergraduate) (graduate) students who have had similar internships with your company. Numerical evaluations:

1 = needs considerable improvement
2 = below average
3 = was average compared with other interns
4 = above average
5 = exceptional
NA = no opportunity to observe

Oral communication skills

- Types of presentations made (e.g., project review, individual progress)

  _____

  _____

  _____

- Presentation audience(s) (e.g., team, managers, sales force)

  _____

  _____

  _____

- Quality of presentation skills (1-5, NA)
  - Speaks distinctly, with confidence _____
  - Organizes presentation well _____
  - Engages audience _____
  - Answers questions well, knowledgably _____

Written communication skills

- Types of reports/documentation created

  _____

  _____

- Quality of writing skills (1-5, NA)
  - Well-organized _____
  - Uses good grammar, correct spelling _____
  - Understands audience background and needs _____
  - Writes concisely _____
  - Is accurate; has good command of facts _____

Ability to work as part of a team (1-5, NA)

- Accomplishes assigned tasks on schedule _____
- Contributes outside of assigned tasks _____
- Seeks help proactively from other team members _____
- Actively participates in team discussions _____

Ability to work independently (1-5, NA)

- Follows through on commitments _____
- Meets deadlines _____
- Seeks help/guidance when necessary _____
- Self-motivated _____

Work habits (1-5, NA)

- Dresses appropriately _____
- Starts work day on time _____
- Uses time during workday productively _____
- Follows safety protocols _____

Shows initiative in learning (1-5, NA)

- Company and industry ____
- Business aspects of project ____
- New engineering tools/software ____

Other leadership skills (1-5, NA)

- Successful at getting teams to move forward ____
- Shows initiative to take on new & challenging tasks ____

Other comments on professional skills preparation and development

_____

_____

_____

_____

What is the area in which the intern was most (least) prepared and/or effective? (Please check one for most and one for least.)

	Most	Least
• Oral communication skills	____	____
• Written communication skills	____	____
• Ability to work as part of a team	____	____
• Ability to work independently	____	____
• Work habits	____	____
• Shows initiative in learning	____	____
• Other leadership skills	____	____
• Other	____	____

If "Other" please explain.

_____

_____

Would you hire this intern again?

Would you recommend that your company increase the number of Rice Engineering interns?

Feel free to provide more comments on the student's performance during the internship in the space below or on an attached sheet.

Thank you!

Additional Remarks: